



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

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March 16, 2004

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EMS TRANSMISSION: 3/16/04  
Information Bulletin No. **CA-2004-031**

To All Employees

From DSD, Support Services Division

Subject: Retroactive 2004 Pay Adjustments

The President has signed an Executive order to implement a retroactive pay increase averaging 4.1 percent above the 2003 rates. This pay adjustment is effective as of the first day of the first applicable pay period beginning on or after January 1, 2004 (January 11 for most employees), and supersedes the 2.0 percent overall average increase approved by the President on December 30, 2003. Of the 4.1 percent average increase, 2.7 percent is allocated as an across-the-board increase to the rates of basic pay for the statutory pay systems, including the General Schedule (GS). An additional 1.4 percent of payroll is allocated to increases in locality rates of pay.

The Personnel and Payroll Systems Division in Denver will be responsible for processing the retroactive pay adjustments during the week of March 29, 2004 and completed by April 2, 2004. Our Human Resource Office will be responsible for processing corrections to any personnel actions effective on or after January 11, 2004. During this week, I ask that you refrain from contacting your servicing Human Resources Processor or Assistant so that they can complete the corrective actions by April 2.

You can expect to see this increase in your pay during the week of April 12, 2004. Please contact Federica Lee at 916-978-4468 if you have any questions about the retroactive pay increase.

Signed by:  
Karen Barnette  
DSD, Support Services

Authenticated by:  
Richard A. Erickson  
Records Management

